

COMMISSIONERS' MEETING MINUTES
DECEMBER 18, 2019

Commissioner Chairman Rodney D. Ruddock called the regular meeting of the Indiana County Commissioners to order at 10:35 a.m. in the Commissioners Hearing Room.

ROLL CALL

Chairman Rodney D. Ruddock, present
Commissioner Sherene Hess, present

Also, in attendance were Solicitor Matthew T. Budash, Chief Clerk Robin Maryai and others. Members of the news media present were Chauncey Ross, Josh Widdowson, and Greg Reinbold.

PLEDGE OF ALLEGIANCE

Commissioner Ruddock led those present in reciting the Pledge of Allegiance to the American Flag.

APPROVE MINUTES...NOVEMBER 27, 2019

A motion was made by Ms. Hess, seconded by Mr. Ruddock and carried unanimously to approve the minutes of November 27, 2019.

PUBLIC COMMENT

There was no Public Comment.

EXECUTIVE SESSIONS

There were no Executive Sessions.

PROCLAMATION...BARBARA TELHORSTER

After a proclamation was read by Ms. Hess, a motion was made, seconded by Mr. Ruddock and carried unanimously to acknowledge the achievements of Barbara Telhorster and commended her for her services to Indiana County and congratulated her for her well-deserved retirement. Ms. Telhorster served as the Executive Director of The Arc of Indiana County for 20 years. The board wished her all the best with the next chapter in her life and offered their personal gratitude for all that she has done.

ACT 111 ARBITRATION AWARD...INDIANA COUNTY DETECTIVE ASSOCIATION

At the request of John Reilly, Labor Consultant for the County, a motion was made by Ms. Hess, seconded by Mr. Ruddock and unanimously carried to accept a 4-year arbitration award with Indiana County Detective Association. This includes 2 employees in the District Attorney's Office. The contract will begin January 1, 2020 through December 31, 2023 and includes wage adjustments of 3% in 2020 and 2.5% in 2021, 2022, and 2023. There will be a 7% cap on insurance premiums, therefore if the premiums go in excess of 7% the parties will be required to modify benefits to be within the cap. The sick leave buyout upon retirement with the county will be increased from \$15.00 to \$20.00 per day.

AGREEMENT...AFSCME (INDIAN HAVEN)

At the request of John Reilly, Labor Consultant for the County, a motion was made by Ms. Hess, seconded by Mr. Ruddock and unanimously carried to approve a 3-year contract with AFSCME (Indian Haven). This includes 68 employees at the Communities at Indian Haven. The contract will begin January 1, 2020 through December 31, 2023 and includes annual wage adjustments of 3% in 2020 and 2.5% in 2021 and 2022. There will be a 7% cap on insurance premiums, therefore, if the premiums go in excess of 7% the parties will be required to modify benefits to be within the cap.

GROUND LEASE AGREEMENT...INDIANA COUNTY TECHNOLOGY CENTER / CONSERVATION

At the request of Byron Stauffer, a motion was made by Ms. Hess, seconded by Mr. Ruddock and unanimously carried to approve a 27 and ½ year Ground Lease Agreement between the County of Indiana and Joint Operating Committee of Indiana County Technology Center for 6 acres of land located at the Technology Center. This Ground Lease is for the construction of a new 7,000 square foot administrative offices and education facility for the Indiana County Conservation District. The rent for the term of the Ground Lease is a one-time payment of \$150,000.00 payable from the County to the Technology Center upon execution of this agreement.

LETTER OF SUPPORT / CONSERVATION DISTRICT

At the request of Doug Beri, Conservation District, a motion was made by Ms. Hess, seconded by Mr. Ruddock and unanimously carried to submit a letter of support to the Department of Environmental Resources for a funding request to replace the existing active acid mine drainage (AMD) treatment system at the Water Works Park located on Twolick Creek with a passive treatment system. The proposed passive treatment system will more effectively and efficiently treat the AMD from the Lucerne 3A discharge.

PROFESSIONAL SERVICES AGREEMENT...SCHILLINGER & KEITH / TAX CLAIM

At the request of Anna Bodnar, Tax Claim Bureau, a motion was made by Ms. Hess, seconded by Mr. Ruddock and carried unanimously carried to approve a 5-year Professional Services Agreement with Schillinger & Keith Title Abstractors for professional services in conjunction with the distribution of excess tax sale funds to the proper entities held by the Tax Claim Bureau. The fees are \$135.00 for abstracts and \$75.00 for bring-downs.

LETTER OF AGREEMENT...ROBSON ARCHITECTURAL SERVICES / COURTS

At the request of Mike Yanity, Director of County Facilities, a motion was made by Ms. Hess, seconded by Mr. Ruddock and unanimously carried to approve an agreement with Robson Architectural Services for construction documents pertaining to the renovation of 350 North 4th Street for the Magisterial Office #40-201. The design would incorporate Judges chambers, hearing room, public waiting, secure holding area, support areas as needed and a separate storage area for county records. The cost of this agreement is not to exceed \$20,000.00.

CHILD ACCOUNTING & PROFILE SYSTEM (CAPS) CWIS FY 19-20 / CYS

A motion was made by Ms. Hess, seconded by Mr. Ruddock, and carried unanimously to approve the Child Accounting & Profile System (CAPS) Agreement for FY 19-20. The Child Welfare Information System is shared by fifty-six counties and the cost of the system is proportionally allocated across all CAPS counties based on the number of users in each county. The cost to Indiana County is \$4,291.32 and will be paid through the Information & Technology Grant. The terms of the agreement are from July 1, 2019 through June 30, 2020.

PRIVATE PROVIDER AGREEMENTS FY 19-20 / CYS

At the request of Terrence Redd, Children & Youth Services, a motion was made by Ms. Hess, seconded by Mr. Ruddock and unanimously carried to approve a Private Provider Contract with, Central Counties Youth Center, Bellfonte, PA for FY 19-20 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

At the request of Terrence Redd, Children & Youth Services, a motion was made by Ms. Hess, seconded by Mr. Ruddock and unanimously carried to approve a Private Provider Contract with, Pressley Ridge, Pittsburgh, PA for FY 19-20 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

2019 ESG PROGRAM VENDOR SERVICES CONTRACT / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Mr. Ruddock and carried unanimously to enter into a contract agreement with the Indiana County Community Action Program (ICCAP) to provide services for the 2019 ESG Program. ICCAP will be designated as the County's vendor for services through the 2019 ESG contract timeline. The services to be provided include rapid-re-housing rental and financial assistance, data entry for the Pennsylvania Human Management Information System, (HMIS), and associated administrative services. The contract dates will coincide with the effective dates of the County's contract with the Commonwealth of Pennsylvania and is subject to all other contract provisions.

RESOLUTION – RE-CERTIFYING THE REVOLVING LOAN FUND PROGRAM / PLANNING

At the request of Angela Campisano, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Mr. Ruddock and unanimously carried to adopt a resolution re-certifying that the Indiana County Revolving Loan Fund is being operated consistent with the existing Economic Development Strategy and is being operated in accordance with the policies and procedures contained in the administrative plan. This is a housekeeping item required semi-annually by the Economic Development Administration. Our Economic Development Strategy is embodied within the document, *Mapping the Future: The Southwestern PA Plan* which is developed by the Southwestern Pennsylvania Commission and endorsed by EDA.

RESOLUTION TO FILE APPLICATION – HOME 2019 / PLANNING

At the request of Angela Campisano, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Mr. Ruddock and unanimously carried to approve a Resolution authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for U.S. Department of Housing and Urban Development HOME

Program funds. The application request will be for \$300,000.00 for housing accessibility modifications for permanently physically disabled homeowners throughout the County. All citizen participation requirements have been completed as required by the HOME regulations. This request includes the approval of the Statement of Assurances and authorization for Commissioner Ruddock to sign all necessary application forms. Applications are due December 19, 2019.

INDIANA COUNTY 2020 DECENNIAL CENSUS COMPLETE COUNT COMMITTEE (CCC) / PLANNING

At the request of Josh Krug, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Mr. Ruddock and unanimously carried to recognize and authorize the Indiana County 2020 Decennial Census Complete Count Committee (CCC). Organized and facilitated by Planning & Development staff and currently comprised of over 40 community leaders from different fields, interests and geographies throughout Indiana County, the CCC is divided into subcommittees of Education, Indiana Area (Indiana Borough, White Township, IUP), Other Government, Social Services, Business, and Agriculture. The overall goal of the CCC is to achieve a complete and accurate count of everyone in Indiana County in the 2020 Decennial Census. The general approach of the CCC will focus on the following four objectives: increasing awareness, overcoming objections, alleviating fears, and encouraging self-response. More information will be provided and outreach will occur in the upcoming months as we get closer to Census Day on April 1, 2020.

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE PUBLIC REVIEW AND ADOPTION PROCESS / PLANNING

At the request of Josh Krug, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Mr. Ruddock and carried unanimously to authorize the initiation of the public review and adoption process for the Indiana County Subdivision and Land Development Ordinance. For nearly 3 years, staff has worked in cooperation with project consultants Environmental Planning & Design as well as the municipalities throughout Indiana County, the general public, the County Commissioners, and other key stakeholders to develop the Indiana County Subdivision and Land Development Ordinance. This ordinance will replace the Indiana County Subdivision Ordinance, last amended in 1991. A final draft document has been completed, and the project team is ready to assist the Commissioners in engaging in the process outlined by the Municipalities Planning Code for formal adoption. The adoption process will include public notice of where the draft document is available for public review and printing at a cost no more than the cost to print. We anticipate the County Law Library, the Indiana Free Library, the Office of Planning & Development, and the Commissioner's Office to be the locations at which the draft document will be made available as mentioned. The draft document will be accompanied by a draft version of an accompanying "workbook" that is to be used as a guide and supplement to the ordinance itself. The workbook is not to be formally adopted but will be available for review and comment.

INDIANA COUNTY ACT 13 IMPACT FEE DISTRIBUTION – 2011 MODIFICATION / PLANNING

Upon an examination of the thirteen criteria under Section 2314(d)(1) and a review of the needs of the County to support various projects and initiatives, Byron Stauffer, Office of Planning &

Development recommended the following modification to the previously authorized Act 13 expenditure for the 2011 fiscal year, as follows:

Current Allocation	Proposed Modification
Criteria 8 – \$16,080.48 – remaining balance held in the Act 13 Fund line item for GIS upgrades.	Criteria 11 – \$11,000.00 – Capital Reserve Fund. Criteria 13 – \$5,080.48 – Funding for Sustainable Economic Development Task Force.

A motion was made by Ms. Hess, seconded by Mr. Ruddock and carried unanimously to approve the modification. It is noted the request also directs and authorizes the Chief Clerk and the Executive Director of the Office of Planning & Development to report the modification of 2011 Act 13 allocation expenditures to the PUC, as required under the Act.

INDIANA COUNTY ACT 13 IMPACT FEE DISTRIBUTION – 2012 MODIFICATION / PLANNING

Upon an examination of the thirteen criteria under Section 2314(d)(1) and a review of the needs of the County to support various projects and initiatives, Byron Stauffer, Office of Planning & Development recommended the following modification to the previously authorized Act 13 expenditure for the 2012 fiscal year, as follows:

Current Allocation	Proposed Modification
Criteria 2 – \$5,997.76 – remaining balance held in the Act 13 Fund line item.	Criteria 8 – \$5,997.76 – Geographic Information Systems (GIS) – Planning

A motion was made by Ms. Hess, seconded by Mr. Ruddock and carried unanimously to approve the modification. It is noted the request also directs and authorizes the Chief Clerk and the Executive Director of the Office of Planning & Development to report the modification of 2012 Act 13 allocation expenditures to the PUC, as required under the Act.

INDIANA COUNTY ACT 13 IMPACT FEE DISTRIBUTION – 2018 / PLANNING

Byron Stauffer explained that Indiana County has received the funding notification from the Pennsylvania Public Utility Commission (PUC) of the Act 13 Impact Fee Distribution for 2018. The Act 13 Impact Fee Distribution is based on an eligibility formula utilizing a complicated series of criteria based on unconventional gas wells located in Indiana County as compared to statewide. The PUC has determined for 2018 that there are 23 eligible unconventional gas wells that are located in Indiana County. Under Section 2314(d)(1) of Act 13, Indiana County has been allocated a total of \$128,688.25 for 2018. These funds must be used for one of the thirteen criteria outlined in Act 13 under this section.

Upon an examination of the thirteen criteria under Section 2314(d)(1) and a review of the needs of the County to support various projects and initiatives, Byron Stauffer, Office of Planning & Development recommended the following expenditures/projects for consideration:

- Criteria 3 – \$15,000.00 – Funding for the Indiana County Fire Academy to assist local fire departments and first responders with training for emergency preparedness and related costs;
- Criteria 3 – \$15,000.00 – Funding for the HazMat/EMA Team 990;
- Criteria 4 – \$25,000.00 – Funding for Farmland Preservation;
- Criteria 4 – \$10,000.00 – Historic and Parks Improvements
- Criteria 9 – \$10,000.00 – Social Services (Children’s Advisory Commission, etc.)
- Criteria 11 – \$50,000.00 – Capital Reserve Fund
- Criteria 13 – \$3,688.25 – Funding for Sustainable Economic Development Task Force.

A motion was made by Ms. Hess, seconded by Mr. Ruddock and unanimously carried to approve the allocations of Act 13 for 2018 as presented. The request also directs and authorizes the Chief Clerk and the Executive Director of the Office of Planning & Development to report the 2018 Act 13 allocation expenditures to the PUC, as required under the Act.

AGREEMENT FOR THE SALE OF REAL ESTATE / TRANSIT AUTHORITY

At the request of John Kanyan, Indiana County Transit Authority, a motion was made by Ms. Hess, seconded by Mr. Ruddock and carried unanimously to approve the Agreement for the Sale of Real Estate to the Indiana County Transit Authority in the amount of \$6,769.29. Mr. Kanyan explained this is a small piece of property behind the Transit Authority which is approximately 2900 square feet. Construction is planned for a second access to the parking lot.

2020 GENERAL FUND BUDGET

A motion was made by Ms. Hess, seconded by Mr. Ruddock and unanimously carried to approve the following 2020 General Fund Budget:

Opening Balance	\$5,847,420
Total Revenues	\$40,102,224
Total Expenditures	\$45,949,644

The real estate tax will remain the same. This will allow a real-estate tax rate of 4.445 mills. .81 mill of 4.445 are applied to debt service with the remaining millage of 3.635 to general operating fund. The per-capita tax rate will remain at \$5.00.

2020 CAPITAL FUND BUDGET

Ms. Hess made the motion, seconded by Mr. Ruddock and unanimously carried to approve the Capital Fund Budget as follows:

Opening Balance	\$24,221
Total Revenue	\$19,488
Total Expenditures.	\$43,709

2020 LIQUID FUELS BUDGET

Ms. Hess made the motion, seconded by Mr. Ruddock and unanimously carried to approve the Liquid Fuels Budget as follows:

Opening Balance	\$0
Total Revenue	\$571,500
Total Expenditures	\$571,500

COURTHOUSE CLOSED...WEDNESDAY, DECEMBER 27, 2019 CHRISTMAS DAY AND JANUARY 1, 2020, NEW YEARS DAY

Commissioner Ruddock announced the courthouse will be closed on Wednesday, December 27, 2019 in observance of Christmas Day and Wednesday, January 1, 2020 in observance of New Year’s Day.

OTHER BUSINESS

Commissioner Hess read a proclamation congratulating the achievements of Commissioner Rodney D. Ruddock and commending his service to Indiana County for the last 16 years. Commissioner Hess said “We admire you, Commissioner, for your contributions to Indiana County. And whether you know him as Commissioner Ruddock, Chairman Ruddock, General Ruddock or Principal Ruddock you know exactly the same person. He’s one of the fairest people I know, one of the kindest and most respectful men that I know. And he always takes into consideration the feelings and concerns of everyone that he deals with, and that is a rare quality today.” A very emotional Commissioner Ruddock said “I have been truly blessed. No one has had the opportunities I have had, and the people who I worked with, the people in the school district, the kids I still see, the people I work with in the County, the great people. My wife, my kids. How could you not love to be in Indiana County?”

ADJOURNMENT

With no other business to come before the Board at this time, Commissioner Ruddock adjourned the meeting at 11:27 a.m.

Sherene Hess, Secretary

Rodney D. Ruddock, Chairman